

GYMNASIUM USE

HOT SHEET

Role of the Volunteer Building Director:

- Must be present at all times.
- Responsible for the supervision of all players and spectators.
- Responsible for interpreting all rules and regulations of CRS and ensuring that all groups comply.
- Must check in with custodial staff upon arriving and check out with custodial staff when leaving.
- Must make sure that the facility is left in the condition that it was found.
- Must report all usage problems and facility damage to CRS.

Important Phone Numbers:

- Inclement Weather and Cancellation Hotline: 703-324-5264
- Athletic Services Fax Number: 703-324-5546
- General Information Numbers: 703-324-5522
TTY 703-222-9693

Expectations for Groups Using a Facility:

- **No food or drink** allowed on school property with the exception of water bottles!
- Respect the authority of the custodians, school staff, and CRS Staff.
- Carry a permit at all times.
- Respect and abide by your permitted times.
- Spectators and players are restricted to the gymnasium only.
- Respect school property. The facility must be left in the same condition in which it was found.
- Notify CRS of any non-use of a facility as soon as possible.
- **AT NO TIME** shall the following be permitted on school property: alcohol, tobacco products, illegal drugs, or weapons.
- Always practice Character Counts:

Citizenship	Respect	Responsibility
Fairness	Caring	Trustworthiness

What to Do in Case of a Usage Problem:

- Call the Department of Community and Recreation Services (CRS) on-call staff at 703-609-8870, TTY 711
Monday-Friday: 4:30 p.m. – 9 p.m.
Saturday: 7 a.m. – 9 p.m.
Sunday: 11 a.m. – 9 p.m.
- Call School Security at 703-764-2400, TTY 711

For groups failing to adhere to CRS or Fairfax County Public School's Policy:

- Call a meeting to discuss problem.
- Send a warning letter to the organization.
- Ask the organization to pay for a building director.
- Terminate usage privileges.

Athletic Services

12011 Government Center Parkway, 10th Floor
Fairfax, VA 22035-1115
703-324-5522 TTY 703-222-9693
www.fairfaxcounty.gov/rec

